

West Virginia Executive Branch Privacy Policy: Security Safeguards

Make a Difference in Just 15 Minutes a Month

Question:

I'm very busy! Without spending a lot of time, what can I do to help protect personally identifiable information (PII)?

Answer:

In just 15 minutes a month, you can better protect the privacy of our citizens and co-workers! Here's how:

- Clean Your Desk!

Taking just 15 minutes a month to organize your files and make sure all personally identifiable information (PII) is secured can really make a difference. Many times PII just gets lost – by taking a few minutes to locate and secure paper records you can help prevent security incidents.

If you have paper records containing PII that you don't need, such as photocopies or drafts, place that paper in the shredding receptacle. If you have paper records that need to be retained, make sure they are properly secured in accordance with your Department's policies. If you aren't familiar with these policies, reach out to your manager or your Privacy Officer for more information.

- Clean Your Computer!

Spending 15 minutes a month to clean up your computer files is really important too. Move all those emails and files from your inbox, sent folder, and "my documents" folder to proper files on your Department's servers.

Also, confirm that you don't have any Sensitive PII on your local hard drive. Sensitive PII should only be stored long term on Department servers.

If you have any electronic media (such as USB drives or CDs) that contain PII, make sure that the PII is permanently deleted from these devices. The WVOT Service Desk can help you ensure that you have properly removed the PII so that it cannot be recovered later on by an unauthorized user.